

Resume

Shah Parshwa Shrikantbhai.

Mobile : 7096118999.

E-mail : parshwa39@gmail.com. parshwashah162@gmail.com.

Short profile.

To work in Challenging and competitive environment where I can prove my knowledge skills and grow with the organization.

Education Detail.

Qualification	Board/Uni.	School/ College	Year of Passing..	Class	percentage
M.B.A. (H.R.M)	NIBM	CHENNAI UNIVERSITY.	2019	FIRST	83%
P.G.D.C.A	C-DAC	C-DAC	2013	FIRST	68 %
B.COM	GUJARAT UNIVERSIT	J.G. COLLAGE OF COMMERCE.	2012	SECOND	55 %
H.S.C	GHSEB	SANGHVI HIGH SCHOOL.	2009	FIRST	68.14 %
S.S.C	GSEB	SANGHVI HIGH SCHOOL.		SECOND	57 %

Experience

Company	Post	Since
Zaverat Pvt Ltd.	ADMINISTRATION	SEPTEMBER 2013 TO DEC 2017.
PUSHYA HOSPITAL. (Spine clinic Pvt Ltd).	Administration/ Travel Management/ International patient Co-ordinator. Human Resources Management.	March 2018 TO Till Date..

Profile.

- Develop procedures for quality assurance, patient services, medical treatments, department activities and public relations outreach.
 - Outstanding communication skills; strong ability to communicate effectively and professionally via e-mail, telephone and 2 way device.
 - Ability to perform tasks as per the policies and procedures of organisation.
 - Assigned the tasks of coordination, supervising, and managing daily activities of the our department.
 - Worked with senior staff of the hospital and suppliers for daily administrative tasks.
 - Communicate effectively inside and outside the organization.
 - Handel international Customer C-form, visa process, and also Frro (Foreigner Regional Registration Office) Work handel.
-

Role and Responsibilities.

Travel arrangements ☐ International Patient Finance ☐ International Patient Co-ordinator.

Personal Detail.

Date of Birth	3rd August 1992
Father's Name	Shrikant .V. Shah.
Mother's Name	Meena .S. Shah.
Nationality	Indian.
Gender	Male.
Status	Unmarried.
Languages known	Gujarati, Hindi, English.
Permanent Add	16, Anupam Society, Naranpura, A'bad-380013.

Declaration.

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness particulars.

Date:

Place:

Shah Parshwa Shrikantbhai.